

**DEPARTMENT HEAD MEETING
MINUTES January 20, 2006**

PRESENT:

Hayden Bentley, Sheriff	Doug Kerley, Building Codes Enforcement
Pete Bunn, Public Buildings Supervisor	Josh Mitchell, Solid Waste Department
Garry Bradshaw, Animal Control Director	Tonya Mitchell, Soil & Water Department
John Byrd, Solid Waste Department	Barbara Poole, Veterans Service Director
Rick French, County Manager	Jon Presnell, Recreation Director
Greg Cronk, I.T. Director	Lenny Rogers, Cooperative Extension Director
Russell Greene, Emergency Services Dir.	Jamie Starnes, Clerk to the Board
Sandra Gregory, Human Resources Dir.	Luther Stocks, Tax Administrator
Jennifer Herman, Finance Director	Sylvia Turnmire, Planning & Development Dir.
Ben Hines, Register of Deeds	Leeanne Whisnant, Health Director
Gary Hoyle, Library Director	Renee Williams, Sheriff's Department
David Icenhour, Economic Development	

The January Department Head Meeting was held on Friday, January 20, 2006 at 8:30 AM at Alexander's Family Restaurant in Taylorsville, North Carolina. Breakfast was served prior to discussion. Luther Stocks, Tax Administrator, gave the invocation before the meal.

DISCUSSION OF ALEXANDER COUNTY ISSUES

The following issues were discussed:

Insurance Changes

Rick French, County Manager, informed everyone that the County's medical insurance and prescription drug coverage would change on July 1, 2006 because a negotiation could not be reached between the N.C. Association of County Commissioners and Blue Cross Blue Shield. The new medical insurance carrier will be Cigna and prescription drug coverage will be through Caremark.

Future Department Head Meetings

Mr. French stated that the February Department Head Meeting was scheduled for February 10, 2006 at 8:30 AM at Alexander's Family Restaurant. He also noted that he hoped, beginning in March, all Department Head Meetings could be held in the Administration Building Conference Room downstairs.

Highway 127 Water Project

Mr. French stated that the Highway 127 Water Project was currently underway and he noted that citizens may wish to take an alternate route to avoid the construction. Russell Greene, Emergency Services Director, suggested citizens travel Willie McLeod Road to bypass the work crews.

Courthouse Security / Jail Renovations

Mr. French explained that metal detectors would be installed at both upstairs and downstairs doors at the courthouse in March or April. He noted that everyone would have to enter through the metal detectors once installed. A Jail Architect Committee was appointed at the January 9, 2006 Commissioners' Meeting to interview and recommend an architect firm for the jail upgrade.

Commissioners' Work Session

Mr. French mentioned that the Board of Commissioners would hold a work session on Monday, January 30, 2006 at 6:00 PM in the CVCC / Alexander Center Multipurpose Room to discuss several projects including water and the YMCA pool facility.

County Vehicle Accidents

Mr. French reported that 5 County vehicles had been involved in accidents within the last month. He asked department heads to have employees contact Kim Stine in Finance and Sandra Gregory, Human Resources Director, immediately following an accident. He also noted that drug and alcohol testing would need to be completed on employees involved in an accident.

Hayden Bentley asked if employees needed to visit the emergency room for drug and alcohol testing if an accident occurred after hours. Ms. Gregory replied that the employee could either visit the emergency room or wait until the next morning as long as time limits for testing (8 hours for alcohol and 32 hours for drug) would not be exceeded.

County Budget Process

Jennifer Herman, Finance Director, distributed sample budget worksheets to go along with the new MUNIS software. She explained that budget requests would need to be submitted on this form and she noted that department heads would be given hard copies of the new worksheets as well as emailed electronic versions.

Ben Hines, Register of Deeds, asked if department heads were still required to submit supporting documentation and explanations for increases, etc. with their budget requests. Ms. Herman replied that information could still be submitted; however, she noted that the actual budget request figures would have to be completed on the budget worksheets. She explained that this would make the process of keying in the requests much easier because so many different formats of budget requests had been received in the past.

Ms. Herman also stated that January reports would be distributed on February 6, 2006. The annual budget memo and new budget worksheet will be distributed at the February 10, 2006 Department Head Meeting and budgets are due back to the Finance Department on March 10, 2006.

Copier Consolidation Contract

Ms. Herman stated that RFP's had been mailed out and would be opened on January 23, 2006 for the new consolidated copier contract. She also stated that a formal

recommendation would be made to the Board of Commissioners at their February 6, 2006 meeting and installation would take place from March 6-17, 2006. Ms. Herman mentioned that copiers with leases expiring later in the year or next year would be replaced once the lease expired.

Salary Changes

Ms. Herman stated that the new MUNIS software would not allow salary changes to be made in the middle of a pay period. Therefore, she requested that salary changes be submitted to become effective at the beginning of a pay period.

Department Relocations

Mr. French reviewed several relocations that had taken place or would soon occur. The Finance Department has moved into the former Cooperative Extension Office in the downstairs portion of the Administration Building. Cooperative Extension has moved into the former Foothills Mental Health Building. The Elections Office will be relocating to the former Employment Security Commission Building and Administration will be moving to the space formerly occupied by the Finance Department.

Leeanne Whisnant, Health Director, mentioned that the new dental office being constructed in the Health Department was approximately 4 weeks away from completion.

"Employees In Action"

Mr. French stated that the slide show of County employee photos at the Annual Christmas Luncheon was always a big hit so he asked that department heads or designees take some photos of their employees during the year to be used during the luncheon.

Adjustment of Medical and Dental Plan Years

Sandra Gregory, Human Resources Director, explained that plan years for medical and dental insurance had been adjusted due to regulations regarding open enrollment. The current plan year for the dental insurance is January 1, 2005 through June 30, 2006 (18 months). Ms. Gregory noted that only one deductible would have to be met for this 18-month period. She also pointed out that effective July 1, 2006, the dental insurance plan year would run July 1st through June 30th or 12 months.

Ms. Gregory also stated that effective July 1, 2005, the medical plan year changed to July 1st through June 30th. She asked that department heads make sure all employees understood the plan years.

Employee Evaluations

Ms. Gregory stated that employee evaluations were due in February. She also mentioned that an Evaluations Committee had been formed to review the evaluations process and give suggestions for improvement.

Web Site Access

Ms. Gregory discussed the department head only link on the County web site and she gave the user name (head) and password (hrmgmt) for access. She stated that department

heads could retrieve forms, revised timesheets, and other information from the web site and she encouraged all to use it.

Additional Information

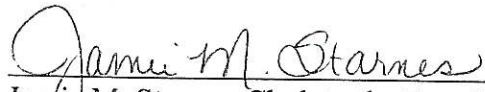
Mr. French informed everyone that Bradley Earp, EMS Director, would be returning to work on January 30, 2006.

Sylvia Turnmire, Director of Planning & Development, mentioned that the Hurricane Relief Meeting would be held following adjournment of the Department Head Meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:08 AM.

Respectfully Submitted,



Jamie M. Starnes, Clerk to the Board